MSCOA PROJECT IMPLEMENTATION PLAN LANGEBERG MUNICIPALITY

Action and Action no.	Description	Work Stream	Responsible Official (Name and Surname)	Responsible Official (Designation and Department)	Deliverable Start Date	Deliverable Due Date	Progress (%)	Comments
1	**PRE-IMPLEMENTATION MSCOA**							
1.1	**Project Planning and Project management**							
1.1.1	**Project Management, Coordination and Steering Committee meetings**							
1.1.1.1	*** Awareness of MSCOA**							
a	Create awareness with all internal stakeholders regarding the objectives of mSCOA, Regulations and Technical specifications.	MSCOA Steercom and Project Management	Bradley Brown	Acting CFO at the time (Budget Office)	20/01/2016	14/04/2016	100	Presentations regarding mscoa was done at a SMT meeting, OMT meeting and Council meeting outlining the objectives of Mscoa, the regulations and technical specifications.
b	Inform Council of broad principles relating to MSCOA.	MSCOA Steercom and Project Management	Bradley Brown	Acting CFO at the time (Budget Office)	26/03/2016	26/03/2016	100	A report was prepared for council regarding the implementation of Mscoa and approval of the msoca regulations on 26 March 2016. It was approved by council on 26 March 2016. A presentation was done to council regarding mscoa by K Burger from Mubesko Africa.
c	Prepare memo to Council explaining SCOA in very broad terms.	MSCOA Steercom and Project Management	Bradley Brown	Acting CFO at the time (Budget Office)	26/03/2016	26/03/2016	100	A report was prepared for council regarding the implementation of Mscoa and approval of the msoca regulations on 26 March 2016. It was approved by council on 26 March 2016. A presentation was done to council regarding mscoa by K Burger from Mubesko Africa.
d	Explain broad principles of mSCOA to the various Directorates	MSCOA Steercom and Project Management	Bradley Brown	Acting CFO at the time (Budget Office)	20/01/2016	20/01/2016	100	On 20 January 2016 before the start of Senior Management's (All directors and MM) meeting a presentation regarding Mscoa was done by K Burger from Mubesko Africa to make them aware of mscoa.
e	Set-up engagement sessions with various directorates before each of the next Actions explaining to the detail regarding each Action after the ground work has been performed and requesting input in order take all departments along, otherwise resistance will be experienced.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	14/04/2016	14/04/2016	100	On 14 April 2016 before the start of the Operational Management's meeting Mr Brown did a presentation regarding mscoa awareness and shown all the heads of departments the NT msoca information video.
f	Update the involved parties with the latest developments in the MSCOA project and National Treasury releases.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	11/07/2016	11/07/2016	100	An email with a link to a shared folder with all mscoa circulars and regulations etc was sent to all Operational Managers and additonal employees identified for there perusal and to educate employees within their departments.
g	Familiarise and analyse all new developments regarding the implementation of mSCOA and report to mSCOA steering committee important changes	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	to date	80	Mr Brown updates the Steering Committee at their meetings every 2 weeks.
1.2	***Compilation of MSCOA implementation plan**							
1.2.1	*** MSCOA Implementation Plan and Sign Off**							
a	Compilation of initial mSCOA implementation plan	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	26/03/2016	31/01/2017	95%	Detailed implementation plan was compiled
b	Compile and obtain approval for an implementation plan that provides guidance with regard to the actions, activities and processes in order to achieve readiness for implementation or completion of the site.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/12/2016	31/01/2017	95%	
c	Review of mSCOA implementation plan.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/12/2016	31/01/2017	95%	
d	Review and obtain approval from Council for the amendments to the mSCOA implementation plan	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/12/2016	31/01/2017	95%	
1.3	*** MSCOA Governance Structure**							
a	Compilation of mSCOA governance structure.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	26/03/2016	26/03/2016	100	See council resolution of 26 Mach 2016 were the Proposed Governance Structure was approved.
b	Approved project charter and service level agreements (Audit Trail)	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/12/2016	31/01/2017	100	Project Charter Submitted to counci and Steercom
c	Create a good governance structure that will involve all the major role players such as management, internal, & external audit, risk management and other departments.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	26/03/2016	26/03/2016	100	See council resolution of 26 Mach 2016 were the Proposed Governance Structure was approved.
d	Commissioning and establishment of a mSCOA steering committee	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	8/07/2016	100	Signed appointment letters on file
e	Commissioning and establishment of MSCOA working committees	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	31/12/2016	100	Appointment letters were sent out and committee functional
f	Compiling TOR for steering Committee (Terms of Reference)	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	8/07/2016	100	All signed TOR's have been received back yet. Mr Brown and Mr Prins oustanding
g	Convene first meeting and approve TOR for steering committee	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	8/07/2016	100	All signed TOR's have been received back yet. Mr Brown and Mr Prins oustanding
h	Ongoing and subsequent steering committee meetings for the duration of the project.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	Onging	50	
i	Establish communication lines with internal departments.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	Onging	80	This has been performed as the OMT e-mail distribution list, which comprise the implementation team
j	Establishment platform for service provider interaction.	MSCOA Steercom and Project Management	Bradley Brown	CFO (Budget Office)	01/07/2016	Onging	100	
1.4	***MSCOA Risk Assessment and Formal Risk Responses**							
a	Establish formal risk assessment procedures.	MSCOA Steercom and Project Management	PA Lategan	Internal audit	01/12/2016	31/01/2017	100%	
b	Obtain council approval on the formal risk strategy document	MSCOA Steercom and Project Management	PA Lategan	Internal audit	01/12/2016	31/01/2017	100%	
c	Create risk register for individual streams and continuously update document throughout the duration of the project.	MSCOA Steercom and Project Management	PA Lategan	Internal audit	01/12/2016	31/01/2017	100%	
d	Rating of risks and compilation of action plans to mitigate the risks identified.	MSCOA Steercom and Project Management	PA Lategan	Internal audit	01/12/2016	31/01/2017	80%	
e	Formulation of risk responses to address the assessed risks identified during the project (Ongoing)	MSCOA Steercom and Project Management	PA Lategan	Internal audit	01/12/2016	31/01/2017	80%	
1.5	*** Pre-requisites for implementation - Dummy MSCOA Environment**							
a	Configure dummy MSCOA environment	IT Infrastructure & Network	RDATA	RDATA	01-Jul-16	31-Dec-16	100%	
1.6	*** Software Environment**							
a	Upgrade existing PROMUN system to MSCOA compatible version	IT Infrastructure & Network	RDATA	RDATA	31-Jan-17	31-Mar-17	100	Final System will be incorporated after development phase
b	Progress AppServer	IT Infrastructure & Network	RDATA	RDATA	31-Jan-17	31-Mar-17	80	Final System will be incorporated after development phase
c	Progress MS Sql Data Server	IT Infrastructure & Network	RDATA	RDATA	31-Jan-17	31-Mar-17	80	Final System will be incorporated after development phase
1.7	*** Information Technology (IT) Infrastructure Assessment**							
a	Ensure that the IT infrastructure is sufficient to effectively implement mSCOA	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	01-Jul-17	31-Jan-17	100	IT Infrastructure has been confirmed as sufficient
b	Current status Quo of the existing IT infrastructure	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	01-Jul-17	31-Jan-17	100	Analysis has been performed.
c	Create activity list to address shortcomings	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	01-Jul-17	31-Jan-17	100	IT Infrastructure has been confirmed as sufficient
d	Hardware storage capacity	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	01-Jul-17	31-Jan-17	100	IT Infrastructure has been confirmed as sufficient
e	Creation of test environment	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	31-Jan-17	31-Mar-17	50	MSCOA System have been installed and test environment has been created
f	One point of entry/log on	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	31-Jan-17	31-Mar-17	50	Final System will be incorporated after development phase

g	Monitoring of implementation and information technology requirements	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	31-Jan-17	31-Mar-17	100	IT Infrastructure has been confirmed as sufficient
h	Document the formal IT assessment performed in a written report	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	31-Jan-17	31-Mar-17	100	IT Infrastructure has been confirmed as sufficient
i	Sign-off IT Assessment	IT Infrastructure & Network	Zaine Prins	Manger IT (IT services)	31-Jan-17	31-Mar-17	100	IT Infrastructure has been confirmed as sufficient
1.8	***Review current chart of accounts and map to 7 MSCOA segments (Alignment)**							
a	To obtain an understanding of the required changes and challenges posed by mSCOA the bigger picture must always be taken into consideration with the emphasis of seamless integration of sub modules and other systems.	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Ongoing process ensuring that all involved are familiar with the changes envisaged by the implementation of mSCOA
b	Perform a matching exercise of all 7 mSCOA segments to the current chart of accounts, and obtain a better understanding of the required changes. Align the existing chart of accounts to MSCOA for the following:	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	The aligning of the current chart of accounts to mSCOA has been done several times. Unfortunetaly the constant changes in the prescribed templates from NT delayed the completion of this process significantly
c	Function Segment	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		2016/10/31	100	Version 6.1
d	Item - Expenditure	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
e	Item - Revenue	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
f	Item - Assets	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
g	Item - Liabilities	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
h	Item - Nett Assets	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
i	Item - Gains & Losses	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
j	Regional Segment	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
k	Project Segment	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
l	Costing Segment	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	95	Version 6.1
m	Revisit accounting practices where necessary	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	70	Ongoing
n	Create and document mapping template to address shortcomings and business rules applied during the mapping exercise	Vote Structure	Hannes Wiese/ Kobus Burger	Accountant Budget Office/ Mubesko Africa		31-May-17	80	
1.8	*** Financial Accounting (Chart of accounts) and MSCOA Alignment per segment (Summary of the matching exercise to the 7 segments of MSCOA)**							
1.8.1	*** Function Segment & Municipal Standard Classification Segments**							
1.8.1.1	*** Votes and Sub Votes**							
a	Design and align the internal organogram to a new costing module. The primary objective is not to change the organogram but rather to create cost centres that will align fully with the prescribed National Treasury functions and sub function in order to ensure full compliance.	**Human Resouces**	**Theuns Carstens**	**Manager: Human Resources**	**01-Jan-17**	**31-Jan-17**	**100%**	
b	Senior managers represent the Municipal "Votes" as defined in the MFMA, with the Municipal Manager en Directors as the Vote holders. The Macro organogram is then aligned to the Vote structure.	Vote Structure	Kobus Burger	Mubesko Africa	01-Jul-16	31-May-17	95	
c	The sub votes is defined and linked to employees reporting directly to the Senior managers (In this document further referred to as line managers), except for secretaries and alike as per the micro organogram. The cost of secretaries and alike are viewed as part of Executive cost.	Vote Structure	Kobus Burger	Mubesko Africa	01-Jul-16	31-May-17	95	
d	Session with municipality to explain linking of old votes with new mSCOA structure	Vote Structure	Kobus Burger	Mubesko Africa	01-Jul-16	31-May-17	80	
e	Link current vote structure to mSCOA chart (all 7 segments)	Vote Structure	Kobus Burger	Mubesko Africa	01-Jul-16	31-May-17	95%	
f	Provide links between old vote structure and new mSCOA chart to R-DATA for review	Vote Structure	Kobus Burger	Mubesko Africa	01-Jul-16	31-May-17	80%	
g	Provide new votes to be opened on PROMUN	Vote Structure	Hannes Wiese/ Kobus Burger	ccountant Auxiliary Services (Budget Office)/ Mubesko Afri	01-Jul-16	31-May-17	80%	
h	R-Data to open new votes (in old format)	Vote Structure	**RDATA**	**RDATA/ Mubesko**	**01-Jan-17**	**31-May-17**	**80%**	
i	Work through structure and verify information	Vote Structure	**RDATA**	**RDATA**	**01-Jan-17**	**31-May-17**	**80%**	
1.8.2	*** Cost centres**							
a	Session with municipality to explain linking of old votes with new mSCOA structure	Vote Structure	**Charl Martin**	**CFO/Mubesko Africa**	**01-Jul-16**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
b	Session between R-Data and Municipality - How PROMUN was adjusted to accommodate mSCOA	Vote Structure	**Charl Martin**	**R-Data**	**01-Jul-16**	**31-May-17**	**95**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
c	Setup of new cost centres on PROMUN	Vote Structure	**Charl Martin**	**R-Data/Mubesko Africa**	**01-Jul-16**	**31-May-17**	**95**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
d	Link new cost centres to old departments	Vote Structure	**Charl Martin**	**R-Data/Mubesko Africa**	**01-Jul-16**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
e	All the functions performed by the Line managers or Sub vote holders is noted and aligned to the prescribe GFS classifications, this document is available from NT website. For each function falling into a different sub function in terms of the GFS classification, a separate cost centre must be	Vote Structure	**Charl Martin**	**Mubesko Africa**	**01-Jul-16**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
f	Classify Cost centres as support or end service cost centres	Vote Structure	**Charl Martin**	**Mubesko Africa**	**01-Jul-16**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
g	Distribution of Administrative cost from support service to end services, at the end, after distribution the cost of support services, the net effect within support services must be zero, taken into account the revenue received and allocated within the support service; and	Vote Structure	**Charl Martin**	**CFO/Mubesko Africa**	**01-Jul-16**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
h	Flagging the cost centre for VAT purposes, if the Apportionment calculation of VAT is below 95%, then the Full VAT cannot be claimed but only the calculated percentage of the VAT portion.	Vote Structure	**Charl Martin**	**CFO/BTO/Manager Expenditure/Manager Revenue**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
i	The mapping of the system parameters would need to provide for this. The mapping of VAT parameters should also allow for Zero rated, Standard rate and Exempt supplies, additional flags is required for capital and housing rentals in order to complete the VAT returns correctly.	Vote Structure	**Charl Martin**	**CFO/BTO/Manager Expenditure/Manager Revenue**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
j	Any cost that cannot be directly allocated to a cost centre at initial transaction level will require it to linked to a support cost centre and from there it can be distribute either by 'n specific cost driver for a line item or as part of the total overhead cost allocation.	Vote Structure	**Charl Martin**	**CFO/BTO/Manager Expenditure/Manager Revenue**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
k	It is important to note at this stage, that allocation of overhead cost as well as the item segment cost drivers will need to parameter driven.	Vote Structure	**Charl Martin**	**CFO/R-Data/Mubesko Africa**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
l	The magnitude of this process requires this process to be an automated process. The first action should always be the allocation of cost within and between the line items of the various cost centres with the overhead cost allocation as the last Action in the process of cost allocation.	Vote Structure	**Charl Martin**	**CFO/R-Data/Mubesko Africa**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
m	Work through structure and verify information	Vote Structure	**Charl Martin**	**R-Data/Mubesko Africa/BTO**	**01-Jan-17**	**31-May-17**	**80**	Costing will only be fully implemented after costing policy have been developed. Costing policy is in WIP
1.8.2.1	*** Cost Drivers**							
a	Determine cost drivers for cost centres	Vote Structure	**Charl Martin**	**CFO/BTO/Manager Expenditure/Manager Revenue**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
b	Identify specific transactions that requires ABC	Vote Structure	**Charl Martin**	**CFO/BTO**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
c	The cost drivers of all ABC identified expenses needs to be determined. The cost of ABC classified expenses must be allocated via the costing segment to the various cost centres. These drivers must be agreed by the relevant departments.	Vote Structure	**Charl Martin**	**All departments, especially staff members involved with the budget processes**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
d	Determine cost drivers for these specific transactions that do not require ABC.	Vote Structure	**Charl Martin**	**CFO/BTO**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
e	Determine cost drivers for Head office and Services to All in case of end service cost centres.	Vote Structure	**Charl Martin**	**CFO/BTO**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
f	The next Action is to identify available cost drivers for all the support services. It is important to identify all possible cost drivers and test the best solution based on the availability of the information within the Financial system, in order to be able to automate the process. The System provider	Vote Structure	**Charl Martin**	**CFO/BTO/R-Data**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
g	Work through structure and verify information	Vote Structure	**Charl Martin**	**All departments, especially staff members involved with the budget processes/Mubesko Africa**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
h	Training - Induction	Vote Structure	**Charl Martin**	**R-Data/Mubesko Africa**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
i	Training - Go Live	Vote Structure	**Charl Martin**	**R-Data/Mubesko Africa**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
1.8.3	*** Alignment of Sub ledgers**							
a	The next Action is to align all sub ledger information directly to each cost centre, which in return, as already mentioned, to a line manager and all line managers to a senior manager. Therefore ensuring accountability, this alignment is relevant to the following sub modules, namely:	Vote Structure	**Charl Martin**	**Manager: Budget Office**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
b	Align HR module to cost centres	Vote Structure	**Charl Martin**	**HR/R-Data**	**01-Jan-17**	**2017/06/30**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP

c	Each position on the organigram must be aligned to the cost centres based on the functions the position holder perform.	Vote Structure	Charl Martin	HR/R-Data	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
d	One position can be linked to more than one cost centre but only to one sub vote. Therefore ensuring 100% responsibility. This is important for unauthorised, irregular, fruitless and waste full expenditure, which is directly linked to a Senior Managers with no cross cutting responsibilities.	Vote Structure	Charl Martin	HR/R-Data/Senior Managers	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
e	The split alignment is achieved by allocating a percentage of the time spent on a specific function which falls within a specific cost centre, the allocation must add back to 100%.	Vote Structure	Charl Martin	HR/R-Data/Senior Managers	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
f	Align capital asset module to cost centres (Please do not refer to it as the fixed asset register (FAR) or asset register (AR), it is a capital asset register (CAR))	Vote Structure	Charl Martin	CFO/BTO/Asset Management/Senior Managers/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
g	The parameters within the capital asset register must directly speak to the cost centres. The alignment of capital assets to the various line managers is very important in order to ensure that the line managers take ownership of the assets allocated to the position and will ensure accountability.	Vote Structure	Charl Martin	CFO/BTO/Asset Management/Senior Managers/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
h	The norms and standards for classification and location requirements is explained in Annexure C, which in return must be read in line with the document called norms and standards for unbundling of immoveable capital assets as included Annexure D.	Vote Structure	Charl Martin	CFO/BTO/Asset Management/Senior Managers/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
i	In short each capital asset must be linked to a cost centre, then to a building or facility, then to a position on the organogram that will use the capital asset, then to a capital asset co-ordinator, this would be the supervisor positions and ultimately the capital asset is then linked via the cost centre to	Vote Structure	Charl Martin	CFO/BTO/Asset Management/Senior Managers/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
j	This will ensure perfect alignment and reaffirm accountability for capital assets.	Vote Structure	Charl Martin	CFO/BTO/Asset Management/Senior Managers/Mubesko Africa/R-Data	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
k	Align Debtor/Revenue module to cost centres	Vote Structure	Charl Martin	CFO/BTO/Manager Revenue	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
l	Each tariff codes must be linked to the relevant cost centre, therefore all tariff parameters must be changed for the revenue accounts, income forgone accounts and debt impairment accounts.	Vote Structure	Charl Martin	CFO/BTO/Manager Revenue	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
m	Income forgone accounts should be coded as a revenue account not an expenditure account.	Vote Structure	Charl Martin	CFO/BTO/Manager Revenue	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
n	Develop Efficiency indicators for cost centres	Vote Structure	Charl Martin	CFO/BTO/R-Data/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
o	The next Action is to identify available efficiency indicators for at least all end services. It is important to identify all possible indicators and test the best based on the availability of the information within the Financial system, in order to be able to automate the process. The System provider	Vote Structure	Charl Martin	CFO/BTO/R-Data/Mubesko Africa	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
p	Setup of Parameters on financial system	Vote Structure	Charl Martin	R-Data	01-Jan-17	2017/06/30	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
1.8.4	* Funding Sources							
a	Understand Funding sources and the concept of alignment	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jul-16	31-Dec-16	100%	
b	The concept of this is that all revenue and expenditure must be linked to a funding source. At present it is still uncertain as to whether the parameter must be placed on the item or the cost centre. Clarity needs to be obtained. Refer to Sheet Funding Sources	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jul-16	31-Jan-17	100%	
c	Align revenue streams and tariff codes to funding sources	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jul-16	31-May-17	95%	
d	Tariff listing and policy should be aligned to the funding clusters in the funding segment.	Vote Structure	Kobus Burger	CFO/BTO/Manager Revenue/Mubesko Africa	01-Jul-16	31-May-17	95%	
e	All predetermined tariff codes should be clustered to the various funding classifications	Vote Structure	Kobus Burger	CFO/BTO/Manager Revenue/Mubesko Africa	01-Jul-16	31-May-17	95%	
f	Align of fund via cost centre to a Fund	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jan-17	31-May-17	50	
g	All items of each Revenue and Expenditure item must be linked to a funding source. The same type of line items (for example stationary) of the various cost centres might be linked to a different sources of finance, therefore linking the item to the fund cannot be performed, it should **revert**	Vote Structure	Kobus Burger	/BTO/Manager Revenue/Manager Expenditure/Mubesko A	01-Jan-17	31-May-17	95%	
h	The finance source should be one of the criteria for the splitting of cost centres as it will be the most sufficient way to allocate the funding code via a pre-setup parameter listing.	Vote Structure	Kobus Burger	/BTO/Manager Revenue/Manager Expenditure/Mubesko A	01-Jan-17	31-May-17	50	
i	All the line items of a cost centre will then be linked to a specific fund. All the line items of support services must be linked to the fund "Costing". whilst the end services must be linked to the various other funding sources, for example streets and stormwater is linked to "Taxes: Property rates",	Vote Structure	Kobus Burger	/BTO/Manager Revenue/Manager Expenditure/Mubesko A	01-Jan-17	31-May-17	50	
j	Depended on the clarity regarding this additional activities might be required.	Vote Structure	Kobus Burger	/BTO/Manager Revenue/Manager Expenditure/Mubesko A	TBC	31-May-17	50	
k	Setup of Parameters on financial system	Vote Structure	RDATA	CFO/BTO/R-Data	01-Jan-17	31-May-17	50	
l	Once all program changes is available, the parameters must be loaded, this process could however be earlier but is depended on the Rdata program changes.	Vote Structure	RDATA	CFO/BTO/R-Data	01-Jan-17	31-May-17	50	
1.8.5	* Regional Indicator Segment							
a	All revenue and expenditure should be aligned to a predetermined regional indicators. The primary objective is that all revenue and expenditure is allocated to a ward and the cross subsidisation between the various wards is transparent and therefore informed decision can be made.	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
b	Understand regional indicators and the concept of alignment	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
c	The regional codes is predetermined by National Treasury and is structured that it Actions down	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
d	At this stage NT only provides for:	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	01 – Administrative or head offices;	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	02 – Wards; and	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	03 – Services to all areas.	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
e	Numbering codes for regional indicator	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	It is recommended that a request be made to the SCOA working committee to change the coding so that it allows for each ward as below:	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	01 - Ward 1;	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	02 - Ward 2;	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	03 – ward 3;	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	And so on with	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	98 – "Head offices" or Administrative offices	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	99 – Services to all areas	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	All administrative offices, stores and workshops are all classified as Administrative offices without any indication of a ward. This applies for both capital asset linking as well as HR	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
	(Refer to Sheet Regional Indicator for further guidance)	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jan-17	31-May-17	80%	Identification of the wards have been completed - This should just be incorporated into Vote Structure
1.8.6	* Project Segment							
a	Interaction with NT/SCOA/Pilot working committee	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jul-16	31-May-17	100%	
b	Reading the objective and the way this segment is structure is not making sense due to the fact that it might not be understood correctly, because it seems be fixed whilst every Municipality has its own projects capital and operational.	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jul-16	31-May-17	90%	
c	Split between capital and operational projects as per the discretion of the municipality	Vote Structure	Kobus Burger	BTO/Manager Revenue/Manager Expenditure/Senior Mana	01-Jul-16	31-May-17	90%	
1.8.7	* Item Segment							
a	All revenue, expenditure, assets, liabilities and net asset line items should be aligned to a predetermined numbering and layout of National Treasury.	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jul-16	31-May-17	100%	
b	Compare Revenue line items and note differences	Vote Structure	Kobus Burger	CFO/BTO/Manager Revenue/Mubesko Africa	01-Jul-16	31-May-17	70%	
c	Compare Expense line items and note differences	Vote Structure	Kobus Burger	CFO/BTO/Manager Expenditure/Mubesko Africa	01-Jul-16	31-May-17	70%	
d	Compare Asset line items and note differences	Vote Structure	Kobus Burger	CFO/BTO/Asset Management/Mubesko Africa	01-Jul-16	31-May-17	70%	
e	Compare Liability line items and note differences	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa	01-Jul-16	31-May-17	70%	
f	Finalise Chart of Accounts and note differences	Vote Structure	Kobus Burger	CFO/BTO/Mubesko Africa/R-Data	01-Jul-16	31-May-17	70%	
g	Once all posting line items variances has clarified with the SCOA committee, the standardised chart of accountsmust be updated. This process also includes the update of the SCOA steering committee with the outcomes.	Vote Structure	Kobus Burger	enior Managers/Mubesko Africa/R-Data/mSCOA Ateering	01-Jul-16	31-May-17	70%	
1.9	* Review Business Processes and Standard Business Operating Procedures with SCOA							
a	The objective of this action is to align current business processes with best practices and mSCOA with integration on a seamless basis between the various systems.	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	31-May-17	80%	A review process has been started however a detailed analysis will only be completed in Janauary 2017

b	The business processes **below** are practical work streams common to the Municipality and must be reviewed as it results in a financial transaction in the general ledger eventually. These business processes are:	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	100	Certain workstreams have already been allocated to officials however actual completed work needs to be documented.
c	Corporate Governance; Municipal Budgeting, Planning and Modelling; Financial Accounting; Costing and reporting; Project Accounting; Treasury and Cash Management; Treasury and Cash Management; Procurement Cycle: Supply Chain Management, Expenditure Management, Contract	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	100	Certain workstreams have already been allocated to officials however actual completed work needs to be documented.
d	Obtain an understanding of the current business processes	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	100	Certain workstreams have already been allocated to officials however actual completed work needs to be documented.
e	Revsit and document business processes and changes to existing processes (if applicable) for the following business processes:	Business Process	Relevant Department - All departments	Relevant Department - All departments	01-Jan-17	**31-May-17**	50	A review process has been started however a detailed analysis will only be completed in Janauary 2017
f	Corporate Governance	Business Process	JCJ Coetzee	Manager: Governance and Support	01-Jan-17	**31-May-17**	0	A review process has been started however a detailed analysis will only be completed in Janauary 2017
g	Municipal Budgeting, Planning and Modelling	Business Process	Charl Martin & JCJ Coetzee	Manager: BTO & Manager: Governance and Support	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
h	Financial Accounting	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
i	Financial Reporting	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
j	Costing	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	0	A review process has been started however a detailed analysis will only be completed in Janauary 2017
k	Project Accounting	Business Process	Niel Albertyn	Manager: Project Management	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
l	Treasury and Cash Management	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
m	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Business Process	S Ngcongolo & C Franken	Manager: SCM & Manager: Expenditure	01-Jan-17	**31-May-17**	98	A review process has been started however a detailed analysis will only be completed in Janauary 2017
n	Grant Management	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	80	A review process has been started however a detailed analysis will only be completed in Janauary 2017
o	Full Asset Life Cycle Management including Maintenance Management	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	85	A review process has been started however a detailed analysis will only be completed in Janauary 2017
p	Inventory Management	Business Process	Charl Shawn	Manager: BTO	01-Jan-17	**31-May-17**	85	A review process has been started however a detailed analysis will only be completed in Janauary 2017
q	Estate and Resources Management	Business Process	M Nel	Manager: Housing Administration	01-Jan-17	**31-May-17**	50	A review process has been started however a detailed analysis will only be completed in Janauary 2017
r	Human Resource and Payroll Management	Business Process	Theuns Carstens	Manager: Human Resources	01-Jan-17	**31-May-17**	95	A review process has been started however a detailed analysis will only be completed in Janauary 2017
s	Customer Care, Credit Control and Debt Collection	Business Process	Z Qhanqisa	Manager: Income	01-Jan-17	**31-May-17**	85	A review process has been started however a detailed analysis will only be completed in Janauary 2017
t	Valuation Roll Management	Business Process	Z Qhanqisa	Manager: Income	01-Jan-17	**31-May-17**	0	A review process has been started however a detailed analysis will only be completed in Janauary 2017
u	Land Use Building Control	Business Process	Z Qhanqisa	Manager: Income	01-Jan-17	**31-May-17**	0	A review process has been started however a detailed analysis will only be completed in Janauary 2017
v	Revenue Cycle Billing.	Business Process	Z Qhanqisa	Manager: Income	01-Jan-17	**31-May-17**	85	A review process has been started however a detailed analysis will only be completed in Janauary 2017
1.10	* **Costing & Reporting (Reporting)**							
a	Adjust current reporting mechanisms to ensure reporting can be done to NT	Reporting Cycle	Charl Shawn	Manager: BTO	01-Jan-17	**30-Jun-17**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
b	Ensure trial balance is available for monthly reporting purposes	Reporting Cycle	Charl Shawn	Manager: BTO	01-Jan-17	**30-Jun-17**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
c	Schedules A, B and C	Reporting Cycle	Charl Shawn	Manager: BTO	01-Jan-17	**30-Jun-17**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP
d	Reporting periods	Reporting Cycle	Charl Shawn	Manager: BTO	01-Jan-17	**30-Jun-17**	0	Costing will only be implemented after costing policy have been developed. Costing policy is in WIP

1.11	*** Alignment of Sub Ledgers per stream to MSCOA 7 segments**							
1.11.1	*** Municipal Budgeting, Planning and Modelling (IDP & SDBIP)**							
a	Purchase Server and Software	Software Development	B Brown	CFO	01-Jan-17	**31-May-17**	80	IT Server sufficient to accommodate MSCOA Modules. The MSCOA program still needs to be purchased.
b	Purchase Database	Software Development	B Brown	CFO	01-Jan-17	**31-May-17**	80	The Complete MSCOA Database still needs to be purchased
c	Install Software	Software Development	Z Prins	Manager: ICT	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
d	IDP / Budgeting Assessment and possible interface / integration	Software Development	Z Prins	Manager: ICT	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
e	Configuration and Testing / mSCOA	Software Development	Z Prins	Manager: ICT	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
f	Information session to all Departments on mSCOA budget	Software Development	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
g	Send Budget documentation to Departments for completion	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
h	Sessions with departments to work through budget documentation	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
i	Capture of Funding, Municipal structure, IDP Strategies & Objectives, Project types + Project items on Planning & Budget Tool	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
j	Meetings with Departments to demonstrate use of Budget and planning tool - insert budget per SCOA items	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
k	Download latest version.	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
l	Give and test access of users and user rights	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
m	Populate budget in PROJECT SEGMENT	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
n	Create parameter (Map) for all accounts to correct GRAP classification	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
o	Create links between reporting tool and Word documents	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
p	Generated Sect 71, 52 and 72 Reports	Reporting	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
q	Verify correctness of reports	Reporting	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
r	Generate AFS of Previous Audited set	Reporting	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
s	Verify correctness of AFS	Reporting	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
t	Training on using PROMUN (Budgeting Module)	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
u	Provide budget information in 7 segments to R-Data for loading on Promun	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
v	Load Budget information on Promun system	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
w	Review, reconcile and check import to Promun system	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
x	Perform final load of Estimates to Budget	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
y	Perform budget verification and send signed verification to NT	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
z	Prepare Budget Report	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system
zz	Processing of Virements	Budgeting & Planning	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	80	The Complete MSCOA program set still needs to be purchased - Implemented after purchase of the system

1.11.2	* Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable							
1.11.2.1	* Requisitions							
a	Provisional commitment should be created as soon as requisition is approved. When order is issued or cancelled, available funding should be updated with actual order amount.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100	This has already been implemented, as Collaborator and Promun integrates.
b	Process for store requisitions to be reviewed and implemented. Stores issues should be done on Collaborator and Promun and not by hand as currently used	SCM	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	98%	Collaborator Stores Module has been implemented, however training of staff need to be performed.
c	GRV process to be implemented.	SCM	C Martin	Manager: BTO	01-Jan-17	**31-May-17**	95%	Collaborator Stores Module has been implemented, however training of staff need to be performed.
d	Requisitions should have a field for the tender/quotation number that is compulsory and is pulled through on the order.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented on Collaborator
e	Fields on a requisition in Collaborator must be available in ProMun (e.g. Tender / quotation number, requisition number, etc.). This will enable user to search on Collaborator or ProMun and get the same data answer.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented, as Collaborator and Promun integrates.
1.11.2.2	* Orders							
a	Orders must be able to generate automatically. Currently info are typed into Collaborator (requisition), but data fields must be integrated with ProMun in order to process an order automatically (no typing over).	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	**31-May-17**	98%	This will be implemented with MSCOA compliant System
b	Order capturing should be integrated e.g. create a ProMun Creditors Master File data source in Collaborator.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	**31-May-17**	98%	This will be implemented with MSCOA compliant System
c	Colloborator should provide an upload function for attachments of site meeting spec changes when order is issued.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented on Collaborator
d	Must be able to send attachments with an order.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented on Collaborator
e	Cancelled orders on ProMun should integrate with Collaborator and also cancel the requisition and order on Collaborator.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	**31-May-17**	98%	This will be implemented with MSCOA compliant System
1.11.2.3	* Database integration							
a	Central Supplier Database (CSD) to integrate fully with ProMun.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	**31-May-17**	98%	This will be implemented with MSCOA compliant System
b	CSD to fully integrate between ProMun and Collaborator.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	**31-May-17**	98%	This will be implemented with MSCOA compliant System
1.11.2.4	* Delegations							
a	Delegations to be linked to a post level as per the approved organogram, and not to a person.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented on Collaborator
1.11.2.5	* Capturing							
a	When an invoice is captured in a previous period, ProMun should send out an error message and prevent from posting.	SCM	C Franken	Manager: Expenditure	01-Jan-17	**31-May-17**	98	
1.11.2.6	* Reports							
a	Financial system is the core system. Thus should all reporting be done within ProMun and not Collaborator.	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	Report has already been implemented on Promun
b	Report should be developed with stock issued for the period.	SCM	C Martin	Manager: BTO	01-Jan-17	31-Mar-17	100%	Report has already been implemented on Promun
c	Report on spending per asset / investment on the asset.	SCM	C Martin	Manager: BTO	01-Jan-17	31-Mar-17	100%	Report has already been implemented on Promun
0	* Record keeping							
a	Link in general ledger on ProMun to Collaborator documents (e.g. invoice, order, etc.)	SCM	S Ngcongolo	Manager: SCM	01-Jan-17	31-Mar-17	100%	This has already been implemented, as Collaborator and Promun integrates.

1.11.2.8	*** Full Asset Life Cycle Management including Maintenance Management**							
1.11.2.8.1	*** Additions & Identification**							
a	Conversion of existing information as per fixed asset register to MSCOA asset register with 7 segments incorporated				01-Jan-17	**31-May-17**	95%	
b	Donated Assets				01-Jan-17	**31-May-17**	95%	
c	Work flow should be developed to register a donated capital asset.				01-Jan-17	**31-May-17**	95%	
d	Journal to create the capital asset				01-Jan-17	**31-May-17**	95%	
e	Up dating of asset register from the work flow, once Journal is created				01-Jan-17	**31-May-17**	95%	
1.11.2.9	*** Finance Leased Assets**							
a	Work flow should be developed to register a finance lease asset.				01-Jan-17	**31-May-17**	30	
b	Journal to create the capital asset				01-Jan-17	**31-May-17**	30	
c	Updating of asset register from the work flow, once Journal is created				01-Jan-17	**31-May-17**	30	
d	Generate lease liability record (Basically loan and commitment register)				01-Jan-17	**31-May-17**	30	
1.11.2.10	*** Reporting requirements**							
1.11.2.11	*** Unbundling: Capital Assets**							
a	Log a FAQ to reduce the level of breakdown at the project level for Electricity, Water and Wastewater				01-Jan-17	**31-May-17**	95%	
b	Log a request to allow for the under construction component in the capital asset side under each capital asset sub class.				01-Jan-17	**31-May-17**	95%	
c	Need to develop a method to primary unbundle the Capital projects at the stage of Awarding the Bid				01-Jan-17	**31-May-17**	95%	
d	The parameters within the capital asset register must directly speak to the cost centres. The alignment of capital assets to the various line managers is very important in order to ensure that the line managers take ownership of the assets allocated to the position and will ensure accountability.				01-Jan-17	**31-May-17**	95%	
e	In short each capital asset must be linked to a cost centre, then to a site, then to a building or facility, then to a room within the building or facility, then to a position on the organogram that will use the capital asset, then to a capital asset co-ordinator, this would be the supervisor positions.				01-Jan-17	**31-May-17**	95%	
f	Apart from this the capital asset must again with the same principles as set out in the HR module be linked to either a specific ward, Head office or services to all areas. No split between wards must be allowed in this instance on a capital asset basis.				01-Jan-17	**31-May-17**	95%	
1.11.2.12	*** Updating of GIS**							
a	Require an integrated link between the asset register and the GIS				01-Jan-17	**31-May-17**	95%	
b	Identify any shortcomings				01-Jan-17	**31-May-17**	95%	
c	Addressing the shortcoming of search option by Site & SG number				01-Jan-17	**31-May-17**	95%	
d	Addressing the shortcomings of Infrastructure				01-Jan-17	**31-May-17**	95%	
1.11.2.13	*** All Other**							
a	Recognition in capital asset control without suspense accounts				01-Jan-17	**31-May-17**	95%	
b	Change of cost/depreciation within the same year of initial recognition				01-Jan-17	**31-May-17**	95%	
c	Change of cost/depreciation as result of a correction of error				01-Jan-17	**31-May-17**	95%	
d	Change of cost/depreciation as result of an addition to an existing capital asset				01-Jan-17	**31-May-17**	95%	
e	Change of cost/depreciation as result of Rehabilitation or Refurbishment to an existing capital asset				01-Jan-17	**31-May-17**	95%	
f	Recognition of a brand new addition that is done as a result of a replacement				01-Jan-17	**31-May-17**	95%	
g	Recognition of a brand new addition (not linked to a replacement)				01-Jan-17	**31-May-17**	95%	
1.11.2.13	*** Residual values**							
a	Need to develop a business process for residual values and changes in accounting estimates				01-Jan-17	**31-May-17**	95%	
1.11.2.14	*** Depreciation / Amortisation**							
a	Test of calculations once system changes have been effected (National Treasury Straight line method)				01-Jan-17	**31-May-17**	95%	
1.11.2.15	*** Repairs & Maintenance**							
a	Project level will be the departure point of this section. All information regarding the cost of maintenance will be generated from the project level. Preset up cost of employees will be getting to the level of the GL control accounts. Business process in WAM to allocate actual cost between				01-Jan-17	**31-May-17**	70%	
b	Require one-on-one relationship between Capital asset register, Asset Maintenance system and GIS				01-Jan-17	**31-May-17**	70%	
c	Investigate & compare a asset group (For example. purification works)				01-Jan-17	**31-May-17**	70%	
d	Establish level of integration required				01-Jan-17	**31-May-17**	70%	
e	Carry of capital asset code				01-Jan-17	**31-May-17**	70%	
f	SCM transacting on repair and maintenance, if it is R&M project on Infrastructure assets, other immoveable assets or vehicles				01-Jan-17	**31-May-17**	70%	
g	Employee related cost on repair and maintenance on Infrastructure assets, other immoveable assets or vehicles				01-Jan-17	**31-May-17**	70%	
h	Developing of Asset maintenance reports				01-Jan-17	**31-May-17**	70%	
1.11.2.16	*** Review of useful life & condition ratings**							
a	Need to develop a business process in accordance with relevant accounting standards.				01-Jan-17	**31-May-17**	80	
1.11.2.17	*** Impairments & Revaluations**							
a	Need to develop a business process in accordance with relevant accounting standards.				01-Jan-17	**31-May-17**	80	
1.11.2.18	*** Disposals**							
1.11.2.19	*** Disposals (Auction)**							
a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	
1.11.2.20	*** Disposals (Insurance claims, minor losses or theft)**							
a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	
1.11.2.21	*** Disposals (Replacement of Infrastructure)**							
a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	
1.11.2.22	*** Disposals (Sale of Immoveable property)**							
a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	
1.11.2.23	*** Disposals (Housing Projects land)**							

a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	

1.11.2.24	*** Changes to use and accounting estimates (Capital spares & Categories)**							
a	Open new capital asset control accounts to align to mSCOA classifications				01-Jan-17	**31-May-17**	70	
b	Reclassification of existing capital assets to mSCOA asset Control Accounts				01-Jan-17	**31-May-17**	70	
c	Create parameter listing with the link accounts for all Expenditure Items linked to control accounts				01-Jan-17	**31-May-17**	70	
d	Create parameter listing with the link accounts for all Gains and losses Items linked to control accounts				01-Jan-17	**31-May-17**	70	
e	Link all the assets to the correct cost center				01-Jan-17	**31-May-17**	70	
f	Ensure that the finance source parameters is adjusted to be aligned to the funding segment of mSCOA				01-Jan-17	**31-May-17**	70	
g	Create fields for regional indicator in asset register.				01-Jan-17	**31-May-17**	70	
h	Mark all Infrastructure and other moveable assets with the regional indicator by using the GIS				01-Jan-17	**31-May-17**	70	
i	Mark all moveable assets with the indicator of Head office or Service to all areas based on the classifications.				01-Jan-17	**31-May-17**	70	
j	Need to develop a business process for subsequent change of asset classes/categories				01-Jan-17	**31-May-17**	70	
1.11.2.25	*** Transfer or change of Capital Asset details**							
a	All capital assets allocated to individuals should be linked to the Post (Grading Number). When the Post is selected all assets should display as related records. Should be accessible from Organogram				01-Jan-17	**31-May-17**	70	
b	Work flow to update Position with applicable assets, direct link to PROMUN Asset Register.				01-Jan-17	**31-May-17**	70	
c	Update Position to include asset allocated				01-Jan-17	**31-May-17**	70	
d	Appointment process – update Work flow to verify capital Assets linked to the position of new employee. New employee should acknowledge receipt and condition of these assets.				01-Jan-17	**31-May-17**	70	
e	Promun to make web service available with all current assets (position, Class, Cost centre, Location, Department, Asset number etc.)				01-Jan-17	**31-May-17**	70	
f	Asset management process to be updated to link each asset as a separate object.				01-Jan-17	**31-May-17**	70	
g	Live integration between Collab and PROMUN, to automatically update PROMUN Asset Register with new assets and Asset Changes.				01-Jan-17	**31-May-17**	70	
h	Process must be able to determine if infrastructure, building, vehicle, capital asset.				01-Jan-17	**31-May-17**	70	
i	Update Exit process with task to A. Mondo, to reallocate assets. During the Exit process Management should verify the existence and state of assets allocated to Employee. An additional task should go to Finance (A. Mondo) to reallocate assets and update the asset register.				01-Jan-17	**31-May-17**	70	
1.11.2.26	*** Capital Asset Count**							
a	Must revisit the business process once all other functionalities has been changed. In order to ensure that changes do not effect the asset count				01-Jan-17	**31-May-17**	70	
1.11.2.27	*** Discontinued Operations (Non Current Assets Held For Sale)**							
a	No real actions identified at present as it is not really a priority at present. Depends on the asset policies and procedures implemented at the municipality.				01-Jan-17	**31-May-17**	70	
1.11.2.28	*** Insurance (Not 100% directly mSCOA related)**							
1.11.2.28.1	***Insurance: Portfolio update**							
a	Create a parameter field for the various policy types within Capital Asset Register (CAR)				01-Jan-17	**31-May-17**	70	
b	Create a field to indicate whether a specific asset must be insured or not on the capturing screen. (Yes or No)				01-Jan-17	**31-May-17**	70	
c	Update the existing capital assets with the policy classification on the CAR				01-Jan-17	**31-May-17**	70	
1.11.2.29	***Insurance: Claims**							
a	Need to revisit the business process				01-Jan-17	**31-May-17**	70	
1.11.2.30	***Insurance: Reports**							
a	Need to revisit the business process and reports required for insurance of assets per asset class				01-Jan-17	**31-May-17**	70	
1.11.2.31	***Consulting on the implementation and compliance with relevant requirements of legislation.**							
a	***Training on Fixed Asset Register**							
b	**FAR Assessment and possible dependencies**							
c	**FAR Close-out and Post Implementation Review**							
d	**Handholding and Post Go-Live Support**							

1.12	* HR/Payroll							
a	HR/Payroll Assessment and possible dependencies	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	100	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	HR/Payroll Training	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
c	HR/Payroll Import scripts	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
d	HR/Payroll dummy and go live runs	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
e	HR/Payroll Implementation Consultancy	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
f	HR/Payroll Close-out and Post Implementation Review	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
g	Handholding and Post Go-Live Support	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.1	*Human Resource and Payroll Management							
1.12.1.1	* ORGANOGRAM							
a	Each position on the organogram must be linked to a ward code.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	Where a position performs work in cost centre that is classified as a support service, the allocation of that position must be 100% to the ward called "Head office".	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
c	Where the official is directly linked to an end service the position must either be linked directly to a ward, If position will only deliver a service within a specific ward then it must be link to that specific ward.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
d	Otherwise where the position will be delivering a service to more than one ward, then the cost of that position must be aligned to the ward indicator called "Service to all areas".	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
e	Where reliable information do exist, a spilt allocation is preferred between wards but then the allocation must return a 100% between the specific wards.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
f	Develop Organogram on Collaborator	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
g	All posts should have a grading number	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
h	Duplicate Collab Organogram in PROMUN w.r.t. grading numbers	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
i	Integration Requirements – if grading number change in Collab – automatic update in PROMUN and Vice Versa (Decide on master)	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
j	Decide which is master system to update grading number	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
k	Standard Naming Conventions for Fields used e.g. Post and Position	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
l	Post to be linked to – Cost Centre and a Project. PROMUN to provide info and Collab to import to Post Object. Primary and Secondary Costing will be applicable.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
m	Workflow should be developed for the costing, home vote to determine the department head	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
n	Vacant positions should be indicated in Collab/updated continuously by HR. Integration required.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	
o	Work Flow to change and edit posts and positions notification to Finance to inform that the position/post was edited	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	80	
p	Work Flow to be implemented to forward Post info with department comments to Finance to create new Post File on PROMUN.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	80	
q	Work Flow to edit organogram	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	80	
r	Positions/Grading Number to be linked to delegations and Cost Center	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	95	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.2	*REMUNERATION							
a	Fingerprint registration to be done during induction/appointment process	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	100	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	Investigate capture and store a copy of employee's signature.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	100	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.3	*TIME AND ATTENDANCE							
a	Exception Report to be update to incorporate all data (Shift Roster, door devices, leave management)	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	Work Flow to notify managers of exceptions to be discussed and finalized	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	0	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.4	*OVERTIME							
a	Finance to supply list of Personnel Notches.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	The salary 'Notch' need to be imported to all personnel files. Require integration and update on a daily basis. Who will have access to this information? Only HR will have access to view.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
c	Define rules/definitions for allocation of the Threshold and Notch to determine rate.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
d	The Overtime Work Flow process should automatically determine the rate of overtime pay (1, 1.5, 2). This will depend on the 'notch' and threshold of each employee. Of each employee.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.5	*LEAVE MANAGEMENT							
a	Leave Solution to show 2 balances. Once leave is approved, balance is updated. But a second balance should indicate the leave approved but not taken yet (Transaction on Bal committed but Leave take date was not reached yet).	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.6	*EMPLOYMENT TERMINATION							
a	(Exit Process)	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	Task in Work Flow to alert Finance to create Debtors account to do payment of Benefits (medical aid)	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
c	Task in workflow to notify Finance of Termination to Update PROMUN	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
d	Update Exit process with task to Snr Clerk Moveable Assets, to verify moveable assets allocated to the position.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
e	Outcome of the verification, in other words items not found must be provided to Snr Accountant Assets to prepare cost for recovery amount	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
f	Once cost is determined, in other words previous task is complete, then it must be submitted to the Accountant: Salaries who recovers the money for items not found.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
g	If the amount to be recovered is more than the outstanding salary to be paid, then the task with the amount for the shortfall must be send to Accountant: Client Services, sundries cashiers and housing to create a debtor.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.7	*LONG SERVICE LEAVE							
a	Payment via Leave management process – HR and Finance to verify if the Appointment dates or HR file correct.	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.8	*MOVABLE ASSET MANAGEMENT (Purchase AND Movement)							
a	Work Flow to be updated to link to the Grading number of Responsible org position (not person). Live integration required	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
b	Assets of each position should be viewable on Org. Asset linked to position Live integration required	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
c	Update Position to include asset allocated Live integration required via transfer task	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
d	Appointment process – update Work flow employee to verify the allocated assets Report to indicate the assets allocated need to be signed as proof of received Live integration required to asset register	Human Resources	T Carstens	Manager: HR	01-Jan-17	31-Mar-17	85	HR Information does not integrate with Promun Automatically… Manual transaction. Automated system to be Implemented in Jan 2017
1.12.9	*COSTING/PAYROLL							
a	Assessment and possible dependencies	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	85	MSCOA Payroll System to be implemented in January 2017
b	Provide info for the 7 segments linked to each position on payroll Configuration of Payroll Costing Parameters for 7 segments of mSCOA	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	85	MSCOA Payroll System to be implemented in January 2017
c	Configure 2016/2017 Salary Budget	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	85	MSCOA Payroll System to be implemented in January 2017

d	Training	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017
e	Handholding and Post Go-Live Support	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017
f	HR/Payroll Import scripts	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017
g	HR/Payroll dummy and go live runs	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017
h	HR/Payroll Implementation Consultancy	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017
i	HR/Payroll Close-out and Post Implementation Review	Payroll	C Franken	Manager: Expenditure	01-Jan-17	31-Mar-17	0	MSCOA Payroll System to be implemented in January 2017

1.13	***Billing and Revenue Cycle**							
1.13.1	***Verification of completeness of internal billing**							
a	A completeness exercise regarding Municipal accounts of own use must be performed by comparing the Municipal owned sites according to the deeds office, the lease register (both lessor and lessee) and the capital asset register assets.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	95	This excerise will be performed in Janbuary 2017
b	**Setup of tariff codes/accounts**	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	80	This excerise will be performed in Janbuary 2017
c	Each tariff codes must be linked to the relevant cost centre, therefore all tariff parameters must be changed both for the revenue accounts and the income forgone accounts.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	80	This excerise will be performed in Janbuary 2017
d	All revenue must be directly linked to the ward from which it originates.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
e	As example building fees applications must be recorded via the billing module and tariff code to the specific ward, the same principle for all other taxes, rates and service charges.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
f	Reconfigure balance types, convert and test	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
g	Reconfigure tariff setups, convert and test	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
h	Create tariff codes for Municipal charges with respect to all services, link it to accounts specifically generated for municipal service recoveries (Revenue – credit side) and the municipal service charges (Expenditure – debit side) of the various user departments of the buildings on the sites or the various responsible departments.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
i	Reconfigure receipting setups, convert and test	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
j	Convert debtor accounts - use new setups	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
k	All variances needs to be investigated and documented. The tariff codes once set up must be changed on the system.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
l	Convert Section 71 / NT input forms for new rates and new balance types	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
m	Create new agreement rates parameters	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
n	Convert Loans (MH) system for new rates types	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
o	Convert ACB for new rates types	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
p	Create new zonings for new rates types	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
q	Change receipts and update order	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
r	Create temporary journal to keep igl998 in balance for implementation period	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
s	Block GL account - not allowed to receive transactions	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
t	Update municipal journal files for new balance type (munmjf & munmjt)	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
u	Billing parallel, dummy, and live runs to legacy system	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
v	Verify debtors statement (print)	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
w	Close-out and Post Implementation Review	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
x	Handholding and Post Go-Live Support	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2	*** Revenue Cycle & Billing (Receivables)**							
1.13.2.1	*** Fines**							
a	ProMun	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Define SCOA integration responsibilities	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Define data interchange method	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
d	Functional and business specifications	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
e	Develop and implement mSCOA subsystem	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
f	Internal testing	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
g	Generate test files for ProMun	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
h	Development: Fines sub system integration with Promun	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
i	Finalise mSCOA File Specification	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
j	ProMun - Transfer Protocol	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
k	ProMun - Daily File Transfer (as per Spec8)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
l	Case Expiry Interface	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
m	ProMun - Overpayment	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
n	ProMun receipts for fines within Promun)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
o	Interface: Fine payment	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.2	**Collaborator <-> iForce Integration**							
a	General Tasks	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Security - Authentication Call (Token)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Audit Trail	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
d	Project Documentation (Interface Specifications)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.3	**Development**							
a	Interface (1) - Notice Metadata and Status	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Handshake Confirmation/Acknowledgement	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
d	Daily Reconcilliation	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
e	Reporting on Success/ Fail	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
f	Interface (2) - Notice PDF	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
g	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
h	Interface (3) - New Infringement (Bylaws)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
i	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
j	Error Codes	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
k	Verify Data-Elements	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017

l	Interface (4) - Request Record (Court Evidence)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
m	Interface (4i) Request Available Evidence	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
n	Query Evidence Available	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
o	Request Evidence Record	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
p	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
q	iForce Interface to request Document	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
r	Store Evidence Blobs in DB	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
s	Retrieve Record	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
t	Interface (5) - Rep/ Withdrawal	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
u	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
v	Interface (6) - Nominations (other driver - mostly camera fines)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
w	Interface (REST)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017

1.13.2.4	**Deployment**							
a	TCS information	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Training: Back-office (hand written)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Training: Other officials	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.5	**Testing**							
a	Internal Testing (Within TMT)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Stage Testing	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Interface: Issue new fine (Bylaws)	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
d	Interface: Fine payment	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
e	Interface: Withdraw fine	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
f	Interface: Fine Rebate / Representation	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
g	Interface: Fine Nomination	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
h	Interface: Retrieve printed notice	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
i	Interface: Fine status change	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
j	Interface: Court Roll	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
k	Interface development ant integration	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
l	Interface testing	Fines	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.6	*** Billing, Revenue and Receipts Cycle**							
a	Unallocated payments	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	Detailed process to be confirmed
1.13.2.7	*** Booking Systems & Deposits**							
a	Identification of other revenue that is generated via booking systems	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
b	Identification of the deposit's	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
c	Identify as part of the process above the current systems used for the bookings	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
d	Investigate and determine shortcomings in the current process	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
e	Establish whether integration is possible	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
f	Classification in terms of mSCOA segments	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
g	Integration of booking systems with financial system in order to facilitate reconciliation between bookings, Payments received in advance and Revenue recognised.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
h	Compile document and workflow	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
i	Change systems	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
j	Test systems	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
k	Implement live	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.7	***Other Revenue & Billing**							
1.13.2.7.1	**BALANCE TYPES**							
a	Open new balance types to cater for new Rates Controls as specified by mSCOA	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
b	Setup new sub-control accounts on balance types for B/forward, Billings, and Adjustments etc.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
1.13.2.8	***TARIFFS**							
a	Open new tariffs codes as per mSCOA requirements	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
1.13.2.9	*** RECEIPTING**							
a	Open new Income codes	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
b	Put in Cost Codes in place of Income Vote, where applicable	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
1.13.2.10	**TESTING**	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.11	**GO LIVE**	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
1.13.2.12	**Syntel**	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	0	This excerise will be performed in Janbuary 2017
a	Problem with the size of the message between Syntel and R-Data	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
b	Syntell to provide information/list of interface problems between Syntel and R-Data	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
c	Monthly reporting is done by ProMun	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
d	Syntell to provide the list of tokens issued to indigents to R-Data so that this transactions can be captured on Promun.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
e	Investigate to automate payments received in advance	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
f	Daily reconciliation should be preformed between Syntel and Promun to ensure that it balance.	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
g	Credit Control	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
h	Monthly interfaces	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
i	Daily interfaces	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
j	Create costing file	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017
k	Account from Credit Control	Income	Zamuxolo Qhanqisa	Manager: Income	01-Jan-17	31-Mar-17	85	This excerise will be performed in Janbuary 2017

1.14.1	*** Ledger/Inventory/SCM/Procurement Plans**							
a	Conversion GL Accounts to Jobs + SCOA segments	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	80	This will be the final balance check in the MSCOA Process
b	Balance budget in General Ledger to Procurement Plan Budgets	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	80	This will be the final balance check in the MSCOA Process
c	Ledger Inventory/SCM Training	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	80	This will be the final balance check in the MSCOA Process
d	Monitor requisition/order transactions	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
e	Monitor inventory receipt and issue transactions	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
f	Monitor creditors invoicing and payment transactions	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
g	Monitor Sub-Ledger Balancing (igl998)	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
h	Monitor daily population of mSCOA segments on transactions in general ledger	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
i	Ledger Close-out and Post Implementation Review	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
j	Reconfigure Existing Section 71 reports configuration	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
k	Reconfigure Existing A,B,C reports configuration	Ledger	C Martin	Manager: BTO & Mubesko & R-Data	31-Mar-17	31-May-17	0	This will be the final balance check in the MSCOA Process
1.15.1	***Third Party Consulting - across various models : Summary**							
a	Interface: Collaborator	Ongoing			01-Jan-17	30-Jun-17		Close Out process
b	Interface: Traffic Management Systems	Ongoing			01-Jan-17	30-Jun-17		Close Out process
c	Interface: Debtpact	Ongoing			01-Jan-17	30-Jun-17		Close Out process
d	Interface: Bank	Ongoing			01-Jan-17	30-Jun-17		Close Out process
e	Interface: Pay@	Ongoing			01-Jan-17	30-Jun-17		Close Out process
f	Interface: Pay-a-bill	Ongoing			01-Jan-17	30-Jun-17		Close Out process
g	Other Modules	Ongoing			01-Jan-17	30-Jun-17		Close Out process
1.16.1	*** MSCOA Overall Configuration**							
a	Assessment Third Party Impact - Collaborator	Ongoing			01-Jan-17	30-Jun-17		Close Out process
b	Assessment Third Party Impact - Prepaid Vendor	Ongoing			01-Jan-17	30-Jun-17		Close Out process
c	Assessment Third Party Impact - Other (7)	Ongoing			01-Jan-17	30-Jun-17		Close Out process
d	Setup Procurement Plans (VC)	Ongoing			01-Jan-17	30-Jun-17		Close Out process
e	Align budget with SCOA budget	Ongoing			01-Jan-17	30-Jun-17		Close Out process
f	Align debtors tariff structure with MSCOA requirements	Ongoing			01-Jan-17	30-Jun-17		Close Out process
g	Identify and remove dormant accounts	Ongoing			01-Jan-17	30-Jun-17		Close Out process
h	Create municipal function file	Ongoing			01-Jan-17	30-Jun-17		Close Out process
1.17.1	*** Change Management**							
a	Facilitate change management and create a understanding of mSCOA with all role players within the municipality; including service providers; in order to facilitate change within all the business processes of the Municipality.	Ongoing			01-Jan-17	30-Jun-17		Close Out process
b	mSCOA Training: Financial & Non Financial Officials	Ongoing			01-Jan-17	30-Jun-17		Close Out process
c	mSCOA Training: Officials within Finance Department	Ongoing			01-Jan-17	30-Jun-17		Close Out process
d	mSCOA Training: Officials within IDP	Ongoing			01-Jan-17	30-Jun-17		Close Out process
1.18.1	*** Maintain Query Log**							
a	Document ongoing queries log.	Ongoing			01-Jan-17	30-Jun-17		Close Out process
b	Monitoring of implementation queries and ongoing follow up.	Ongoing			01-Jan-17	30-Jun-17		Close Out process
1.19.1	*** Electronic Document Management (Audit Trail)**							
a	Retain and maintain audit trail of all relevant source documents for audit purposes.	Ongoing			01-Jan-17	30-Jun-17		Close Out process
b	Data migration and mapping of source documents to transactions (Linking of source to transactions for audit purposes)	Ongoing			01-Jan-17	30-Jun-17		Close Out process